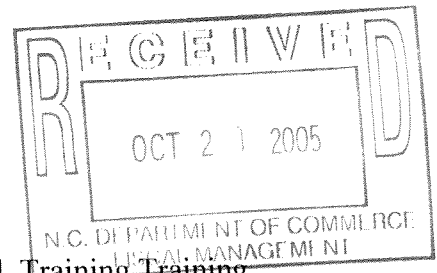


Office of State Budget and Management  
Establish New, Receipt-Supported Positions  
(G.S. 143-34.1)



Agency: NC Dept. of Commerce Division: Employment and Training

Budget Code 4302 Center Title: Employment & Training Administration Center Number: 2680-5860

\*\*\* Position Information \*\*\*

Proposed Classification: Office Assistant IV Proposed Salary Grade: 59

Salary Range: \$22,426-32,689 Proposed Effective Date: 01 / 01 / 06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u> (Salary and fringe)
Total Budget	\$ 3,348,899	\$ 29,525
Receipts	<u>3,348,899</u>	<u>\$ 29,525</u>
Appropriation	<u>0</u>	<u>0</u>

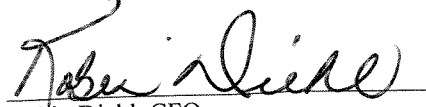
Funding Source(s): Federal Funds – Workforce Investment Act – Center 2680, Account 538865


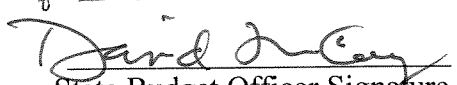
Justification for Position (including description of duties and responsibilities):

This position would provide clerical/administrative support to the Business Office, Finance Section, Dislocated Worker Section and DET MIS/Validation Section. This position will support 17 persons. The duties include e-mail correspondence, schedule meetings, all forms of administrative support in Word and Excel to include back-up receptionist. Presently, there is not any dedicated administrative support of the aforementioned Sections.

Position above is shown at the minimum for pay grade 59, \$22,426, with corresponding fringe.

Statutory Reference for Request: United States Department of Labor Workforce Investment Act of 1998

  
Robin Diehl, CFO  
Department of Commerce

  
Denise Sessoms  
Agency Head Signature  
  
State Budget Officer Signature

OK  
Thomas Creek  
10/31/05